



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 07-18, W-2 Processing

Date: November 6, 2007

To: Holders of the Payroll/Personnel Manual
Personnel User Groups
Personnel Officers
Agency Personnel Offices
Fiscal Offices

2007 W-2 Proactive Measures

Below is a list of proactive measures the National Finance Center (NFC) would like its customers to take in order to ensure the most efficient processing of W-2's.

Submitting Financial Information

Submit all financial information (e.g., cash awards, promotions, Senior Executive Service (SES) bonuses, parking, etc.) to NFC as soon as possible, **but no later than close of business (COB) Friday, December 7, 2007.**

Updating IRIS 124

Update the Information/Research Inquiry System (IRIS) 124 Mailing Address for employees who move, separate, retire, etc., and for those employees who live in the five Burroughs (Queens, Brooklyn, Manhattan, Bronx, and Staten Island) of New York City. Please ensure compliance with the United States Postal Service's (USPS) address as shown on the USPS Web site <http://www.usps.com>. To verify address information using the USPS Web site, once at the site: (1) Click on Find a ZIP Code, (2) Enter the address, city, and state, and (3) Click Submit. Address corrections must be completed by November 24, 2007, to make certain they will be in place before Pay Period 24, 2007.

Holding W-2

Please limit requests to put any W-2 on hold. The 2006 hold requests totaled over 7,000 which represented 40 percent of the total W-2's in the suspense file. If a W-2 is placed in the suspense file, it will take special processing and may take longer to issue than one not in suspense.

Increasing Thrift Savings Plan (TSP) Deduction

Notify employees when increasing TSP deductions to ensure that their salaries can accommodate, not only their TSP deductions, but also the applicable taxes (Social Security and Medicare). If the employee's salary cannot accommodate the increase, a negative balance will occur for the applicable taxes and a bill will be created for the employee.

Inquiries

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about W-2 processing to the Payroll/Personnel Call Center at **504-255-4630**.



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